



<b>Opening Date:</b>	April 9, 2015	<b>Closing Date:</b>	April 23, 2015
<b>Job Title:</b>	Administrative Assistant IV	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	088723	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	The District Court Alternative Dispute Resolution Office Annapolis, Maryland	<b>Grade/ Salary:</b>	J09 \$36,913 - \$43,882 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	No

**Essential Functions:** Assist the Executive Director and other staff members with correspondence, scheduling meetings and phone appointments, editing and revising documents, coordinating time sheet submissions to Human Resources, and managing the office filing system. Provide support to our volunteers and community mediation partners, the Chief Judge and his staff, the Judicial ADR Committee, other District Court personnel, and the public. Answer phones, screens and routes calls, including intake, assessments, and triage caller's ADR needs. Manages travel arrangements and mail processing. Project planner and coordinator for meetings, conferences and other ADR Office sponsored events. Make recommendations to improve existing systems to maximize efficiency and accuracy of information. Contributor to ADR newsletter, manage the operational and logistical needs of the office. Primary operator of the GEARS system, including both procurement and finance related activities. Point of contact with 300+ member ADR Roster. Assist with special projects and other tasks as needed.

**Education:** High school diploma or GED.

**Experience:** Four years of experience providing secretarial, clerical or administrative work involving the use of a personal.

**Notes:** Associate's Degree from an accredited college may be substituted for two years of the required experience. Completion of a legal secretarial or related program may be substituted for one year of the required experience.

**Preferred:** Associate's Degree. Familiarity with mediation or Alternative Dispute Resolution in Maryland. Knowledge of legal, legislative and fiscal/budget operations.

**Skills/Abilities:** Excellent organizational and interpersonal skills, as well as excellent oral and written communication and collaboration skills. Ability to keep information confidential. Ability to accurately prepare a variety of reports, records and documents using standard office equipment and systems such as databases, spreadsheets, and word processing software. Ability to understand and carry out complex oral and written instructions, coordinate complex projects, do creative problem solving, and handle multiple duties simultaneously. Ability to work collaboratively with staff members at all levels. Ability to operate a personal computer. An Assessment will be administered to determine proficiency in Word and Excel. Ability to use the internet to gather information. Ability to perform all essential functions.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

**Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files will not be accepted)**

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.**